

Part C State Performance Plan (SPP) for 2005-2010

Overview of the State Performance Plan Development: see Overview of Kentucky's State Performance Plan Development Process document.

(The following items are to be completed for each monitoring priority/indicator.)

Monitoring Priority: **EFFECTIVE GENERAL SUPERVISION PART C / EFFECTIVE TRANSITION**

Indicator 8 – Percent of all children exiting Part C who received timely transition planning to support the child's transition to preschool and other appropriate community services by their third birthday including: A. IFSPs with transition steps and services; B. Notification to LEA, if child potentially eligible for Part B; and C. Transition conference, if child potentially eligible for Part B. (20 USC 1416(a)(3)(B) and 1442)

Measurement:

- A. Percent = # of children exiting Part C who have an IFSP with transition steps and services divided by the # of children exiting Part C times 100.**
- B. Percent = # of children exiting Part C and potentially eligible for Part B where notification to the LEA occurred divided by the # of children exiting Part C who were potentially eligible for Part B times 100.**
- C. Percent = # of children exiting Part C and potentially eligible for Part B where the transition conference occurred divided by the # of children exiting Part C who were potentially eligible for Part B times 100.**

Overview of Issue/Description of System or Process:

The transition system in Kentucky related to Part C/Effective Transition includes:

- 1. Policies and procedures to guide transition planning effectiveness**
- 2. Provision of training and technical assistance supports to administrators and service providers in transition planning data collection, reporting and use**
- 3. Quality assurance and monitoring procedures to ensure the accuracy of the transition planning data**
- 4. Data system elements for transition data input and maintenance and transition data analysis functions**

Kentucky Early Intervention System (First Steps) has reviewed the issues addressed in the FFY2003 APR for IDEA Part C and the OSEP comments, analysis and determinations of the OSEP letter to Secretary Holsinger received September 8, 2005 related to transition. While Kentucky implements a comprehensive, coordinated transition system, First Steps actually begins the transition process for First Steps families when they enter the system and continues to provide information to families in increments throughout service delivery which impact the outcomes of many of the OSEP indicators. However, the transition specifics related to this indicator are described below:

1. Policies and procedures to guide transition planning effectiveness

Policies and procedures delineating roles and responsibilities are documented within the Interagency Transition Agreement with essential partners including parents, First Steps, Child

Care, Medical Community, SEA/LEA, other agencies (e.g. EHS/HS, Community Based Services, Commission for Children with Special Health Care Needs, etc.). These agreements enhance established decisions/partnerships to implement the transition process from Part C to Part B (State, Regional, and Local). Interagency agreements between Part C and Part B currently exist with all 176 school districts in KY. (These can be viewed at <http://www.transitiononestop.org/getIA.aspx>) Each of the transition process steps/agreement components related to this indicator are defined below:

- **(A.) IFSPs with transition steps and services and (C.) Transition Conference, if child potentially eligible for Part B**

First Steps has implemented a revised IFSP which provides an extensive transition planning page. (34 CFR §§303.148(b)(4) and 303.344(h). The Transition Planning page is a part of every Transition Conference IFSP, thus every child in First Steps who has a Transition Conference has an IFSP written at that conference with transition steps and services. The Transition page also offers the option to the IFSP team to plan for transition at any transition point which the family expresses transition as a priority or concern (e.g. divorce, moving, hospital, etc.). The Transition Conference occurs “6 months to 90 calendar days prior to the 3rd birthday”. (The IFSP with Transition Page H can be viewed at <http://chfs.ky.gov/dph/pptablecontents.htm#rf> – scroll down to click on RF -10 and Instructions) Kentucky intends to change the Kentucky Administrative Regulations (KAR 911.2:130 Section 2) to align with the reauthorization of IDEA 2004 when the federal regulations are final. Kentucky recommends and expects the IFSP teams to plan with the family near the 30-month window to allow adequate time for implementation of the activities within the transition plan, which will be developed. The Service Coordinator obtains permission from the family 35-40 calendar days prior to the Transition Conference target, obtains 2-3 dates, and contacts the school district to schedule. Notification is then sent 30 calendar days prior to the meeting to the IFSP team members, school district representative, and any other people/program options the family has selected. The Transition Conference is the opportunity for the family to share their priorities and concerns related to the upcoming transition at the 3rd birthday; obtain information about potential options/services; clarify and delineate the steps in the transition process including the referral timeline of 90 calendar days prior to the 3rd birthday; provide permission for the sharing of information from First Steps; discuss how copies of these records will be shared; ask and receive answers to their questions; and develop strategies with the other IFSP team members to prepare their child, family members, and potential receiving programs prior to the transition. The above is documented within the IFSP Transition Plan according to 911KAR2:140 (14). The Point of Entry (POE) staff shall function as the primary service coordinator to ensure that the transition conference and transition plan are completed if the primary service coordinator resigns and no other primary service coordinator can be assigned in time, or the referral is received within forty-five (45) days of the child’s third birthday. 911KAR 2:110 (15) (a) (b) (c).

- **(B.) Notification to the LEA –**

- As a part of the GSEG grant, an electronic notification system to the school system is currently being piloted in Kentucky to provide child find information to every school district for children in the First Steps system who are 30 months or older. This information will be provided on a quarterly basis and includes basic contact information regarding the child and family. (Elder letter from United States Department of Education, Office of Special Education and Rehabilitative Services, dated February 11, 2004, U.S.C. §1437(a)(8)(A);34 CFR §303.148). An evaluation survey is being conducted to determine the effectiveness of the information provided.
- Kentucky also sends a Non-Identify List (NIL) to assist with district planning purposes to all school districts. This list includes all children when they enter the

First Steps system, regardless of age. Within the list, each child who may be eligible for Part B services at the 3rd birthday are identified by the CBIS number (no identifiable information), contact information of the Primary Service Coordinator is provided, the current services provided are listed, and projected needs of the children are identified. The list is provided on a quarterly basis to school district contact persons as stipulated within the local interagency agreement.

2. Provision of training and technical assistance supports to administrators and service providers in transition planning data collection, reporting and use

Part C and Part B contract with the Kentucky Early Childhood Transition Project (KECTP) at the University of Kentucky. They provide statewide trainings, technical assistance and product development to both Part C and Part B with regard to early childhood transition. They have been instrumental in facilitating local interagency transition agreements between all 176 school districts and First Steps providers. KECTP in collaboration with the First Steps Training and Technical Assistance network provide training to assure effective implementation of a high quality system with emphasis on the following:

- a. Timelines – parents give permission to convene the Transition Planning Conference between “6 months to 90 calendar days” prior to the 3rd birthday and parents give permission to initiate the referral to the school district 90 calendar days prior to the 3rd birthday according to 911 KAR 2:140:14 (b); 911 KAR 2:130 (8).
- b. Implementation of steps of the transition process, roles/responsibilities, and timelines with decisions documented in the interagency transition agreement and IFSP while supporting families throughout process using the Kentucky Early Childhood Transition Project publication “Step by Step: A Guide to Transition” (on-line at <http://www.ihdi.uky.edu/kectp/publication.asp>), the accompanying video, and providing guidance to families in increments as the steps occur according to 911 KAR 2:140 (a); KAR 911:2:130 Section 2 (8)(k)
- c. Intentional development and implementation of a meaningful transition plan (using KY IFSP Form 10, page H and instructions) within the Transition Conference, which includes strategies linked to family priorities and concerns around transition, with appropriate documentation according to 34 CFR 303.344 (a) (i); 911KAR 2:140(14).

3. Quality assurance and monitoring procedures to ensure the accuracy of the transition planning data

- Kentucky will continue to collect discharge data to assure that transition needs are met
- Kentucky will continue to monitor providers to assure compliance with regulations regarding transition
- Kentucky will continue to monitor for notification and attendance of Part B representative/others as specified by family for Transition Conference
 - Monitor IFSPs for documentation of transition conference with development of transition plan
 - Monitor IFSPs for documentation of transition steps and services
 - Monitor IFSPs for transition plans to include family participation, agency participation, program options, outcomes/strategies to prepare child, family, potential receiving agency (as appropriate), referral process, and how records will be transferred

4. Data system elements for transition planning data input and maintenance, and transition data analysis functions

Kentucky did not collect data on B in the manner that meets the intent of the SPP regarding the notification of the LEA for this reporting period. That notification was done using the non-

identifying list provided by all Service Coordinators to the Technical Assistance Teams, who sorted the information by school district and provided the information to the appropriate school district. The Technical Assistance Teams were responsible for collecting, collating and sending that data to the appropriate school systems. The TAs report that they do that task, but the TAs were not monitored on that task. Kentucky was participating in a GSEG addressing sharing of data from Part C to Part B during this reporting period however the pilot for that GSEG did not occur until August 2005 – after this reporting period. Once this process is in place permanently, Kentucky will be able to show 100% compliance on notification of the LEA. Part C and Part B are currently negotiating a Memorandum of Understanding to finalize the process.

Data for A and C are the same in Kentucky and are collected by Central Billing and Information System (CBIS). Since Kentucky's IFSP form includes a Transition page, if the team held a Transition Conference, they were required to complete that page including transition steps and processes. Data for A and C also come from monitoring of providers through Program Reviews or Complaint visits. The Evaluators for First Steps monitor the IFSP for determination of the appropriateness of the transition planning according to the information provided above regarding A, B, and C.

Baseline Data for FFY 2004 (2004-2005):

Monitoring data from July 1, 2005 through June 30, 2005: Kentucky's monitoring system reviewed a total of 169 providers either in Program Reviews or Complaint visits. During the monitoring process, the Program Evaluator checks to assure that all components of the IFSP/Transition Conference were completed timely and documented. Of those reviewed, seven (7) were cited for incomplete transitions. Follow-up visits were completed on all seven (7) providers and all had corrected the noncompliance.

CBIS data on the occurrence of transition conferences including transition steps and services: Figure 1 shows the percentage of children potentially eligible for Part B that did have a transition conference with transition steps and services (84%). Some of these children ultimately did not become eligible for Part B.

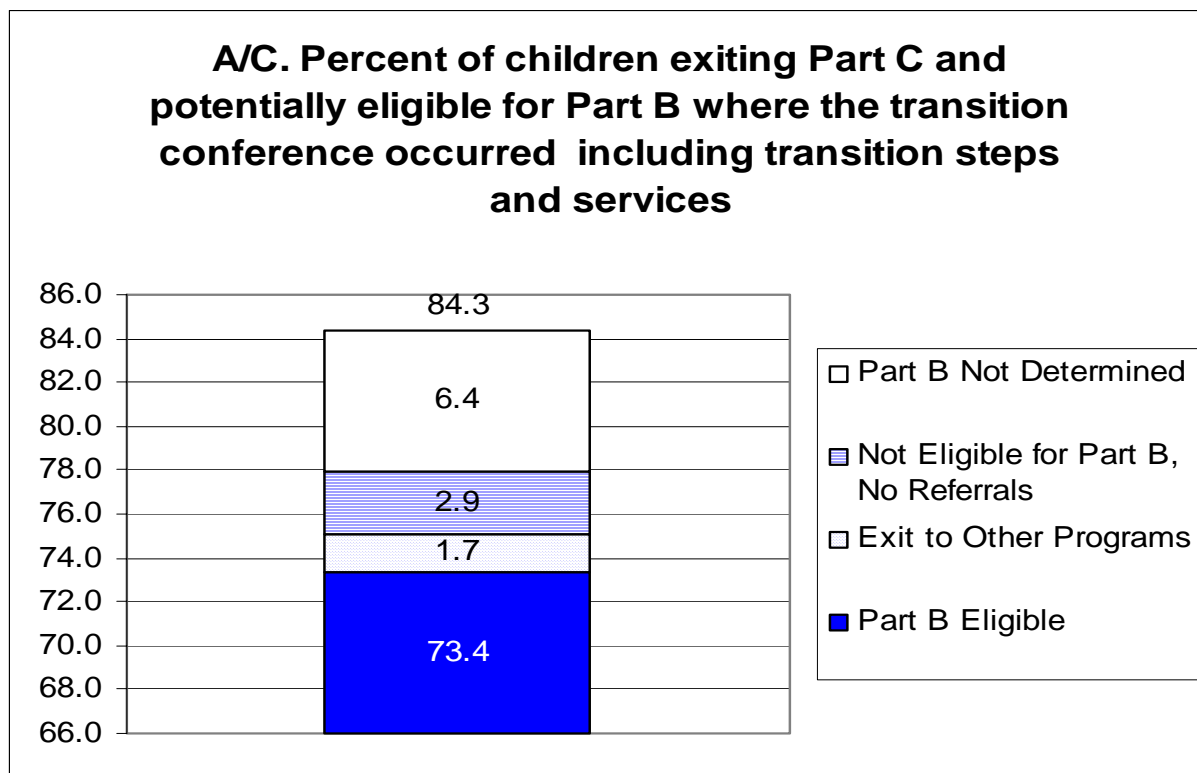


Figure 1

When the children found to not be eligible for Part B are excluded, 92% did receive a transition conference with transition steps and services (see figure 2).

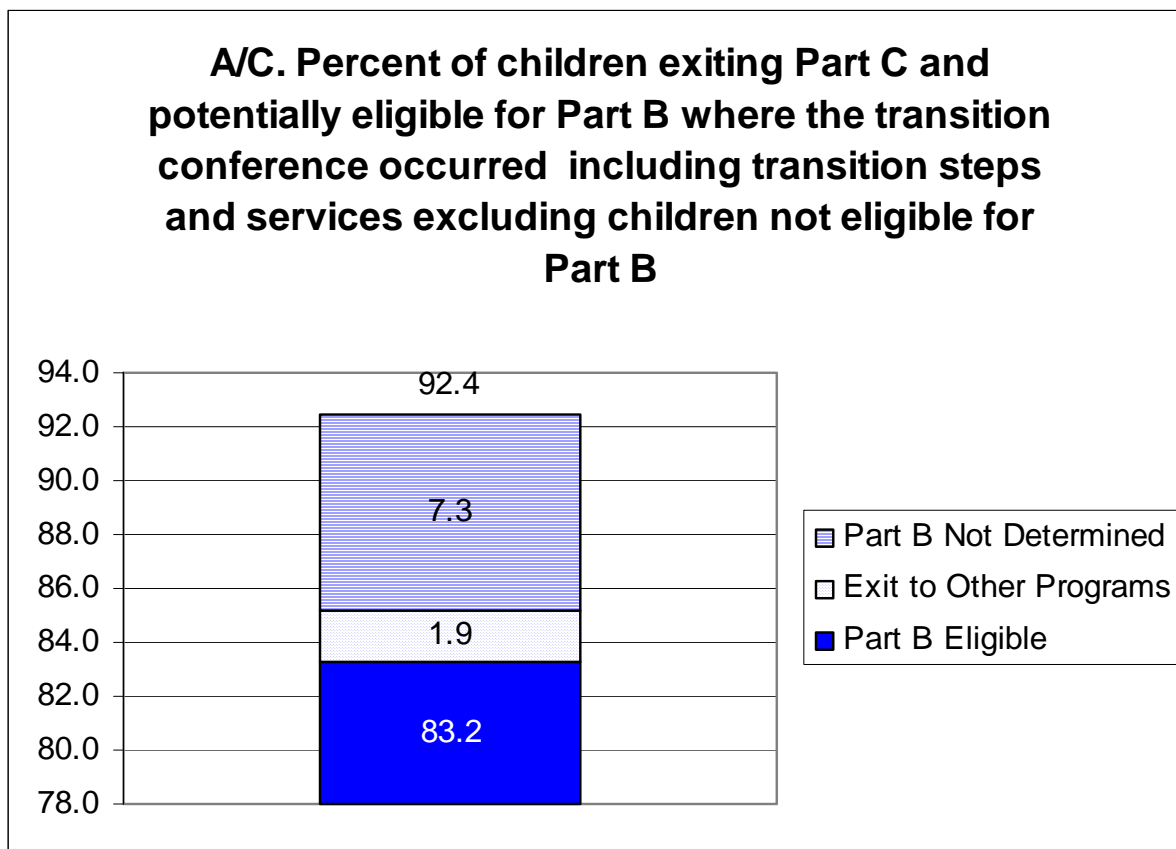


Figure 2

Discussion of Baseline Data: Comparison data and discussion is included with the charts above.

FFY	Measurable and Rigorous Target
2005 (2005-2006)	100% of all children exiting Part C will receive timely transition planning to support the child's transition to preschool and other appropriate community services by their third birthday by: having IFSPs with transition steps and services; notification of LEA if child potentially eligible for Part B; and a transition conference, if child potentially eligible for Part B.
2006 (2006-2007)	100% of all children exiting Part C will receive timely transition planning to support the child's transition to preschool and other appropriate community services by their third birthday by: having IFSPs with transition steps and services; notification of LEA if child potentially eligible for Part B; and a transition conference, if child potentially eligible for Part B.

2007 (2007-2008)	100% of all children exiting Part C will receive timely transition planning to support the child's transition to preschool and other appropriate community services by their third birthday by: having IFSPs with transition steps and services; notification of LEA if child potentially eligible for Part B; and a transition conference, if child potentially eligible for Part B.
2008 (2008-2009)	100% of all children exiting Part C will receive timely transition planning to support the child's transition to preschool and other appropriate community services by their third birthday by: having IFSPs with transition steps and services; notification of LEA if child potentially eligible for Part B; and a transition conference, if child potentially eligible for Part B.
2009 (2009-2010)	100% of all children exiting Part C will receive timely transition planning to support the child's transition to preschool and other appropriate community services by their third birthday by: having IFSPs with transition steps and services; notification of LEA if child potentially eligible for Part B; and a transition conference, if child potentially eligible for Part B.
2010 (2010-2011)	100% of all children exiting Part C will receive timely transition planning to support the child's transition to preschool and other appropriate community services by their third birthday by: having IFSPs with transition steps and services; notification of LEA if child potentially eligible for Part B; and a transition conference, if child potentially eligible for Part B.

Improvement Activities/Timelines/Resources:

IMPROVEMENT ACTIVITY	TIMELINE	RESOURCES
1. Monitor discharge summaries in each district for the date of a transition conference; and validate through program reviews	July 2005-June 2006	Program Evaluators; CBIS
2. Train all providers on the importance of accurate transition planning /reporting.	July 2005-June 2006	KECTP, Technical Assistance Teams; Training Coordinator, Evaluators
3. Develop State Interagency Transition Agreement between/among all EI/EC agencies.	July 2005-June 2006	KECTP, First Steps, interagency partners
4. Train all providers on transition steps/roles/responsibilities/timelines	July 2006-June 2007	KECTP, TATs, Training Coordinator

SPP Template – Part C (3)

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5. Train all service coordinators on completion of the IFSP Transition Plan to assure appropriate documentation via web based training with pre- and post-evaluation	July 2007- June 2008	KECTP, Training Coordinator
6. Replicate decisions across agencies into regional/local interagency transition agreements	July 2010 – June 2011	KECTP, First Steps, interagency partners